



OLD VALUES - NEW HORIZONS

## COMMUNITY DEVELOPMENT

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### Planning Board Approved Minutes

March 25th, 2020

7:00 pm at Community Development Meeting Room & Phone Conference

3 North Lowell Road

#### Attendance:

Chair, Derek Monson, Present  
Vice Chair, Alan Carpenter, Present, via phone conference  
Joe Bradley, Present, via phone conference  
Jennean Mason, Present  
Ruth-Ellen Post, Present, via phone conference  
Jacob Cross, Present, via phone conference  
Kathleen DiFruscia (alternate), Excused  
Matt Rounds (alternate), Present, via phone conference  
Gabe Toubia (alternate), Absent  
Heath Partington, Board of Selectmen liaison, Present  
Dick Gregory- Planning Board Director  
Renee Mallett- Minute Taker, via phone conference

The meeting opened at 7:03 with the Pledge of Allegiance and the introduction of members. On March 23<sup>rd</sup>, because of the Covid-19 pandemic, Governor Sununu created Emergency Order #12. This has relaxed the requirements of RSA 91-A, III(c) and allowed the meeting to be held while following the CDC guidelines for social distancing and the Governors restrictions on gathering of more than 10 people. As such the majority of the board took part in the meeting via phone conference.

The board welcomed new member Jacob Cross and returning member Ruth Ellen-Post. Ms. Crisler and Mr. Gosselin were thanked for their years of service. Mr. Carpenter confirmed that the new members had been properly sworn in before this meeting took place.

**Mr. Partington made a motion to appoint Mr. Monson as Chair. Ms. Mason seconded the motion. The motion was passed with the following roll call vote:**

**Chair Monson, aye**  
**Vice Chair Carpenter, aye**  
**Mr. Bradley, aye**  
**Ms. Mason, aye**  
**Ms. Post, aye**  
**Mr. Cross, aye**  
**Mr. Partington, aye**

43 **Mr. Bradley made a motion to appoint Mr. Carpenter as Vice Chair. Ms. Post seconded the**  
44 **motion. The motion was passed with the following roll call vote:**

45 **Chair Monson, aye**

46 **Vice Chair Carpenter, aye**

47 **Mr. Bradley, aye**

48 **Ms. Mason, aye**

49 **Ms. Post, aye**

50 **Mr. Cross, aye**

51 **Mr. Partington, aye**  
52  
53

54 The board discussed how best to conduct business moving forward. Mr. Gregory said there were  
55 currently two cases in the approval process, a sub-division and the Windham Woods expansion. Both have  
56 agreed to be postponed to April 8<sup>th</sup>. Other cases are not time sensitive and have agreed to postpone their  
57 cases for a month or two.

58 Vice Chair Carpenter suggested that the board meet for public meetings on April 8<sup>th</sup> and 21st in a  
59 similar fashion to tonight's meeting but that they hold off on workshops for the month of April. Mr. Bradley  
60 said that if something important came up during that time perhaps one board member could spearhead the  
61 research on it to bring to the rest of the board at a later date. Mr. Rounds suggested the meetings be held  
62 entirely remotely with no members in the Community Development Room. Chair Monson said the new  
63 order from Governor Sununu would allow for that but suggested the board wait on making that decision  
64 now.

65 Mr. Rounds asked if the board had any obligations or responsibilities directly tied to the pandemic  
66 response. Vice Chair Carpenter said he did not think so but that we were all in unprecedented times and  
67 nothing was as it was. Mr. Bradley asked if accepting applications could be halted during the Covid-19  
68 pandemic. Mr. Gregory said that the board was obligated to accept and hear any applications that came in.

69 Vice Chair Carpenter added that the first workshop after an election was usually a round table  
70 discussion on what topics the board would focus on for the upcoming year. It was suggested that this could  
71 still happen virtually and that some easily resolved items could still be worked on.

72 The merits of using Zoom as a virtual meeting platform for the April 8<sup>th</sup> public meeting was  
73 discussed by the board. Mr. Partington said that the town of Hanover was hearing cases in one meeting,  
74 giving the public time to ask questions or voice their opinions by email, and then meeting a second time to  
75 rule on the cases heard. Vice Chair Carpenter said this might be the way to handle contentious applications  
76 that had a lot of abutter input. Chair Monson said that it was not always apparent from the onset which  
77 cases would face opposition from abutters or not. It was agreed on by the board that they would always err  
78 on the side of the public being included.  
79  
80

## 81 **Old/New Business**

82

83 Regarding a request for a bond reduction that had been emailed to the board previous to the  
84 night's meeting, Mr. Gregory said that the town engineer and Mr. Senibaldi had both checked and the  
85 work, as described, was complete.  
86

87 **Ms. Mason made a motion to recommend to the Board of Selectmen that the bond for London**  
88 **Bridge South II be reduced by \$114, 212.25, leaving a balance of \$66, 605.20 remaining. Mr. Cross**  
89 **seconded the motion. The motion was approved by the following roll-call vote, with Mr. Partington**  
90 **abstaining as he would review the matter when it came before him as a Selectmen:**

91 **Chair Monson, aye**  
92 **Vice Chair Carpenter, aye**  
93 **Mr. Bradley, aye**  
94 **Ms. Mason, aye**  
95 **Ms. Post, aye**  
96 **Mr. Cross, aye**  
97 **Mr. Partington, abstain**  
98

99 Ms. Kathleen DiFruscia is an alternate until May 2020. There is an existing open alternate position  
100 as well as a position for the CIP. There has been one applicant for the open Design Review position. Mr.  
101 Gregory was asked to publish another advertisement for the open positions.  
102

103 Chair Monson said that updated site regulations were being worked on and that members would  
104 receive copies when they were done. Vice Chair Carpenter asked for his copies to be emailed to him. Chair  
105 Monson said that members could request paper or PDF copies. An updated board contact list will be  
106 handed out when the BOS appoint a liaison.  
107

108 **Vice Chair Carpenter made a motion to adjourn the meeting. Ms. Mason seconded the motion.**  
109 **The motion passed with the following roll-call vote:**

110 **Chair Monson, aye**  
111 **Vice Chair Carpenter, aye**  
112 **Mr. Bradley, aye**  
113 **Ms. Mason, aye**  
114 **Ms. Post, aye**  
115 **Mr. Cross, aye**  
116 **Mr. Partington, aye**  
117